User’s Manual for the Prevention Administration Tracking System (PATS)

Version 4

(Internet Explorer Version 5.01 with Service Pack 2 or higher is required to access PATS 4)

Utah State Division of
Substance Abuse and Mental Health
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Table of Contents

Section 1: Overview of PATS 4

1.1 Introduction

The Prevention Administration Tracking System 4 (PATS 4) is a web-based application designed to allow prevention service providers to submit information to the Utah Division of Substance Abuse and Mental Health (DSAMH). It will:

- Store items related to the prevention section of an Area Plan
- Enable efficient tracking of prevention program attendance and demographics
- Provide customized reports

1.2 Alternative Reporting Procedure

As a result of problems experienced by some users of the PATS system, DSAMH has agreed to allow centers the choice to continue using the PATS system or submit your prevention data using the attached spreadsheet quarterly.

For centers that use the spreadsheet, please be sure to follow the procedure listed below.

1. The spreadsheet in Appendix A can be used to submit prevention data.

2. The list of ***Service Descriptions*** currently used in the PATS system ***must*** be used for reporting. Any changes to the list of services should be coordinated through Craig PoVey at DSAMH. A current list of Service Descriptions is included in Appendix B.

3. Spreadsheets are required for each service within an area plan and are to be submitted quarterly on the state fiscal year (July 1 – June 30). Please submit these spreadsheets to Brenda Ahlemann.

Note: The local centers will need to collapse the individual numbers into aggregate totals for each service they provide.

4. Centers must continue to maintain documentation on the individual sessions with complete attendance rolls. We will monitor this during our site reviews.

1.2 Organization

There are two modules in PATS 4:

- Area Plans
- Reporting Services

The Area Plan module of PATS 4 is used to create or edit an Area Plan.

The Reporting Services module is used to create a session, create a cycle, and track client attendance or demographics.

Section 2: Accessing PATS 4

2.1 Set Up

Internet Explorer Version 5.01 with Service Pack 2 or higher is required to access PATS 4.

PATS 4 is entirely web-based; there is no software to install. The State Division of Substance Abuse and Mental Health (DSAMH) will manage all changes and updates to the software, and maintain all reference tables. Access is restricted to authorized personnel only.

Create Login and Password:
http://itas23spr.utah.gov/pats40.gov

2.2 Security

In order to use PATS 4 you must first create a login id and password. The instructions for creating the login and password are located on the PATS login page. Click on public citizens and non-state users.

URL to access PATS 4:
http://itas23spr.utah.gov/pats40.gov

If you leave PATS inactive for 30 minutes or more your session will expire and you will be taken back to the initial log in page. Any item not saved will have to need to be input again.

Report a Problem:

http://its.utah.gov/reportaproblem/reportaproblem.htm or call 538-3440 or toll-free 1-800-678-344 or contact Brenda Ahlemann at bahlemann@utah.gov.

2.3 Getting Help With PATS 4

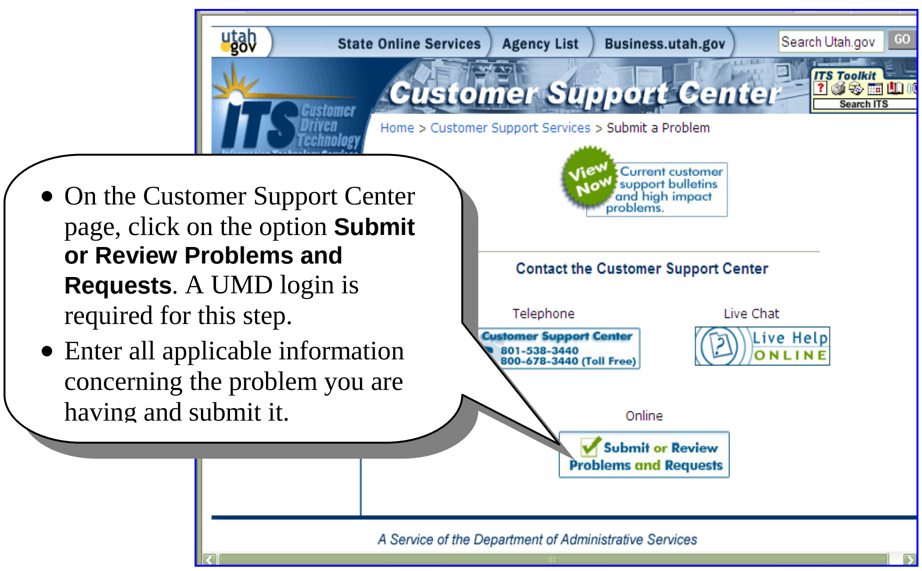
The manual covers the procedures needed to use PATS successfully. If users need additional assistance or need to report a problem with PATS, they should contact the State of Utah's Helpdesk. Instructions for contacting the Helpdesk are outlined below, but first here are some important things to remember:

- There are Tips and Tricks located throughout this User Manual.
- Do Not use apostrophes (') or other special characters (!, @, &, etc.) when entering data into the PATS system. Use of these special characters can lead to corrupted data and inaccessible records.
- PATS is a web-based application and you will need to use the supported web browser to access it. Microsoft Internet Explorer is the only supported browser.
- When performing searches in PATS, the percent sign (%) can be used as a wild card. For example, if you want to search for all services beginning with the letter "a" you would enter **a%** in the search field. You can also use the percent sign alone to return all records.
- Due to ongoing enhancements, there may be slight differences between the actual screen layout and the screen layout depicted in this manual.

We will have a Frequently Asked Questions section in this manual that will be updated periodically.

To contact the State of Utah's Helpdesk. You can:

Instead of submitting a problem online, you can call the Helpdesk at 538-3440 or toll-free 1-800-678-3440 and select option 5.



If you prefer, you can access the Helpdesk by entering the URL http://its.utah.gov/reportaproblem/reportaproblem.htm.

On the helpdesk page there is also the option to Chat Live online with someone from the Helpdesk.

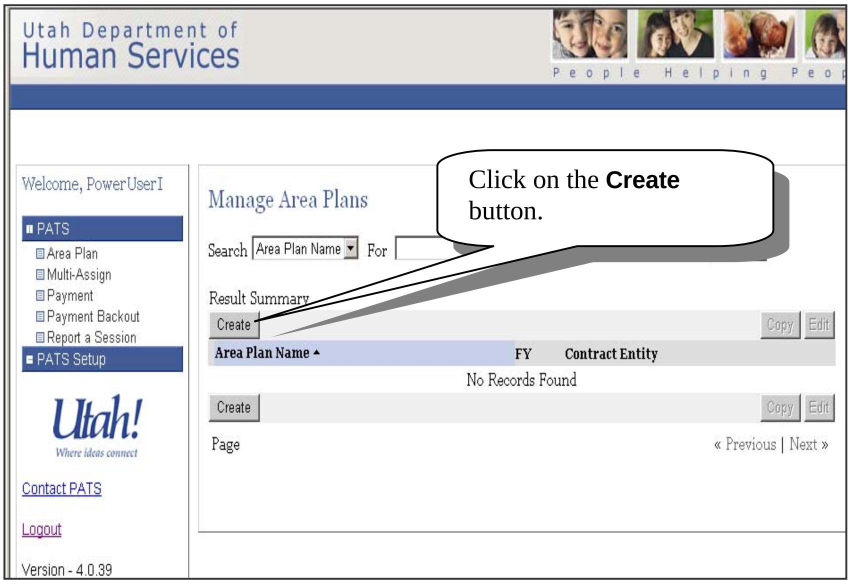
Section 3: Area Plans and Power Users

__Please note__: only Power Users may Create or edit Area Plans.

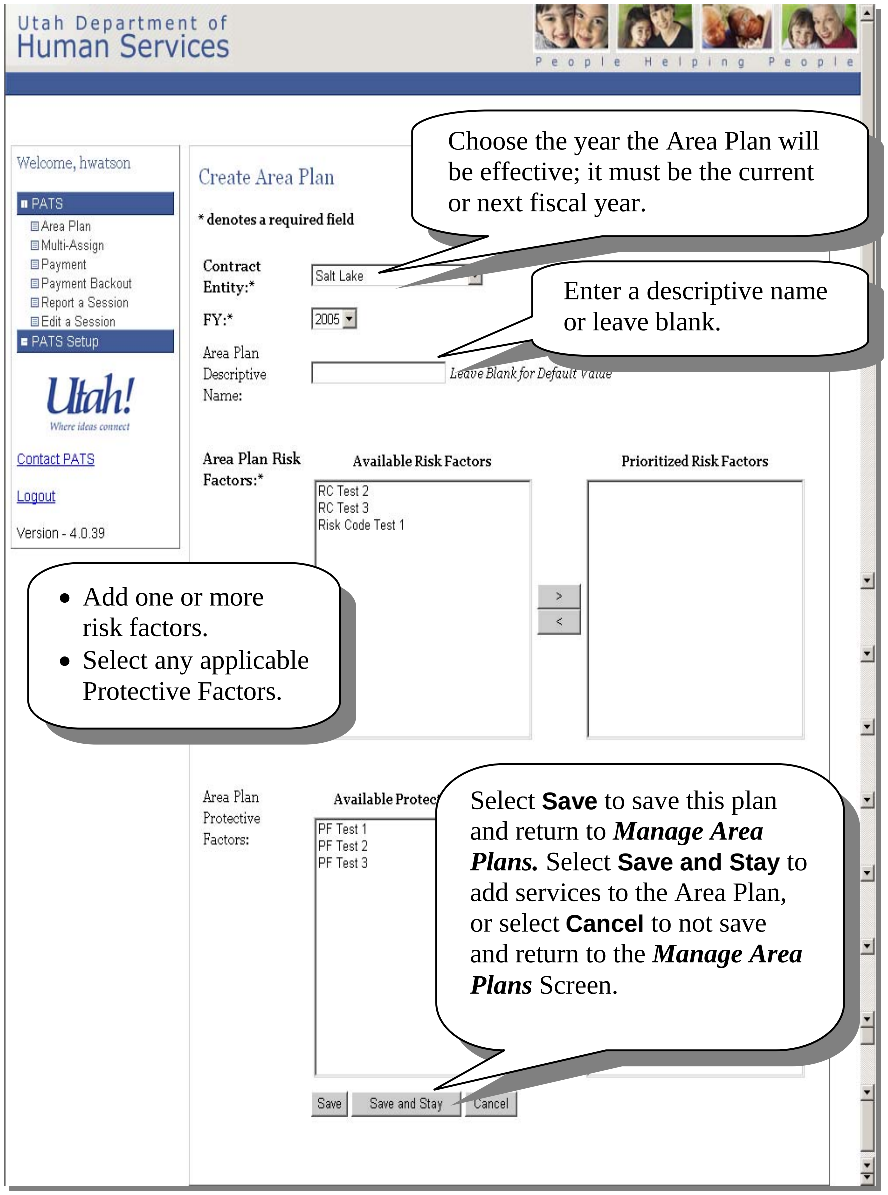
3.1 Power User Creates a New Area Plan

To create a new Area Plan, the Power User must:

Selecting an Area Plan, Service, etc. may be done by clicking on the underlined name or by clicking the radio button by the name of the Area Plan, Service, etc. and selecting an action button (edit, copy, etc.).



If you leave PATS inactive for 30 minutes or more, your session will expire and you will be taken back to the initial login page. Any item not saved will need to be entered again.



To select multiple risk or protective factors press "ctrl" button, choose the factors, and move them all at once.

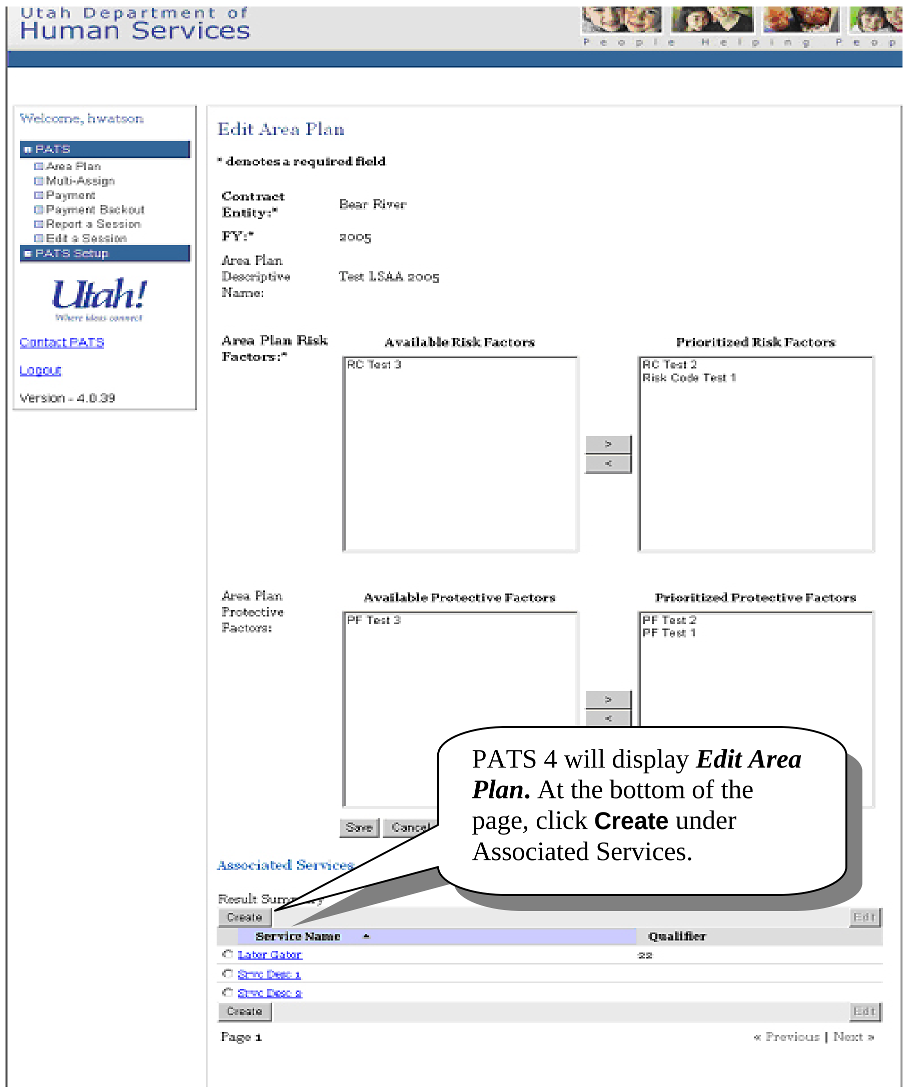
To sort, click on the title of the subject you want sorted; i.e., Area Plan Name, FY, Contract Entity, Office, Service Name, etc.

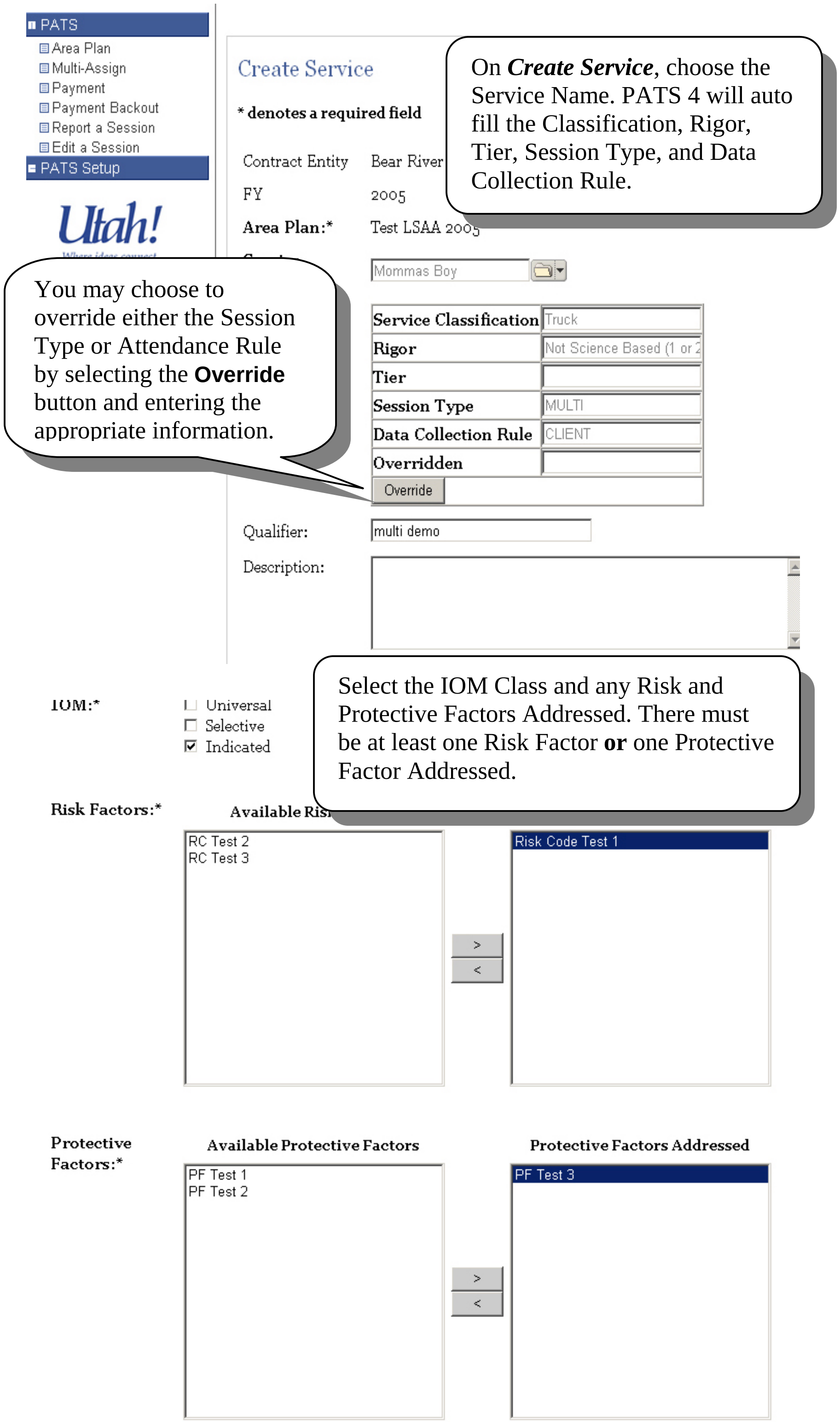
To search, select the category using the drop down box to the right of the Search title and then enter the search criteria followed by % in the box labeled **For**, *then click the Search button.*

3.2 Power User Adds a New Service to an Area Plan

To add a New Service to an Area Plan, the Power User must:

- Sign in to PATS 4 online.
- Select **Area Plan** under PATS navigation menu.
- PATS 4 will display the Area Plans available to you.
- Choose the appropriate Area Plan to add the Service by clicking on the Area Plan Name.





If you try to save without entering all of the required information, you will receive an error message and the information you entered will be erased.

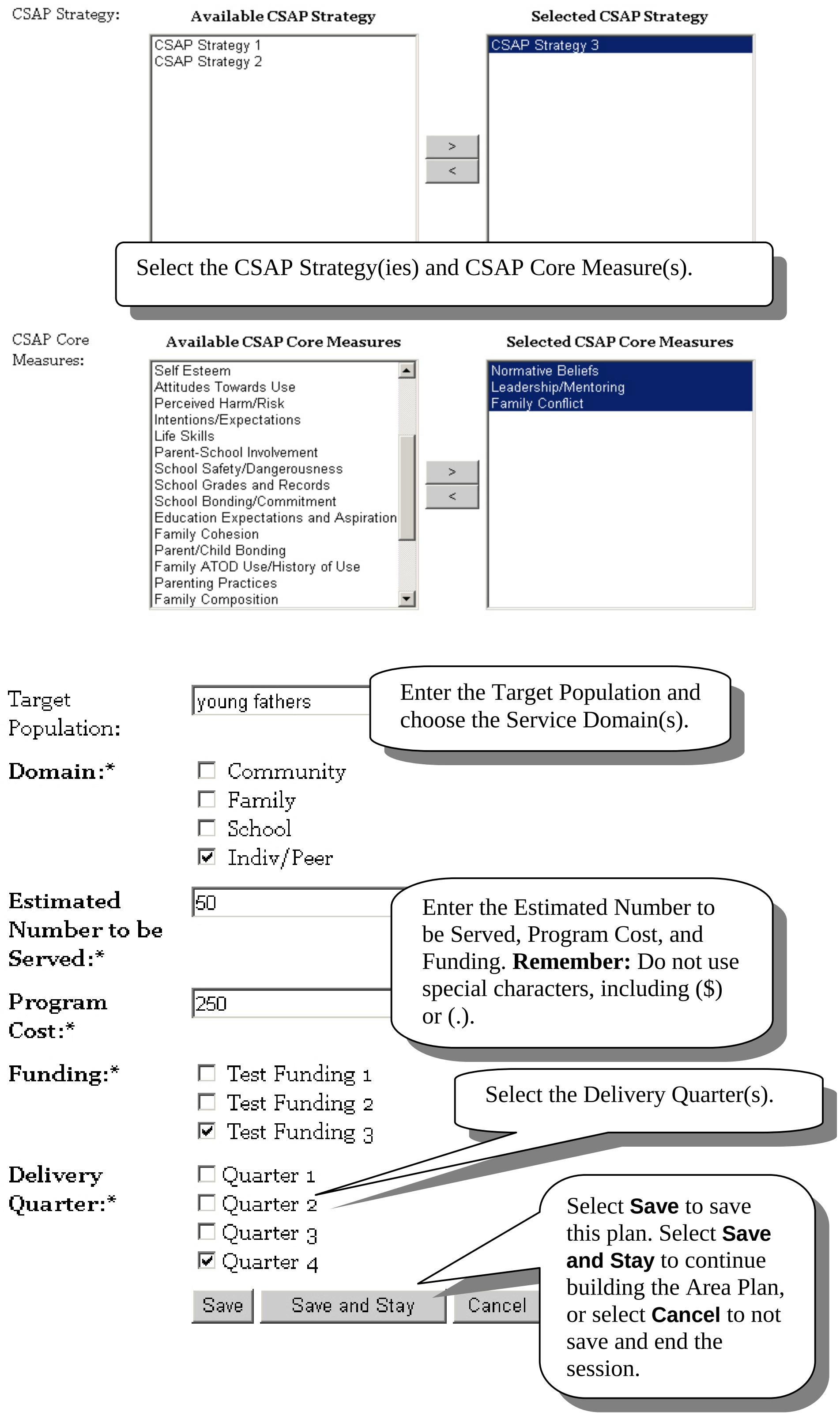
Session Type can be either single or multi.

Attendance Rule can be either Client or Demographic. If Client is selected, you will need to complete a client roster for the session(s). If Demographics is selected, you will need to complete client demographic information for each session.

You may enter the Qualifier and Description or leave them blank.

There may be one or several Service Domains.

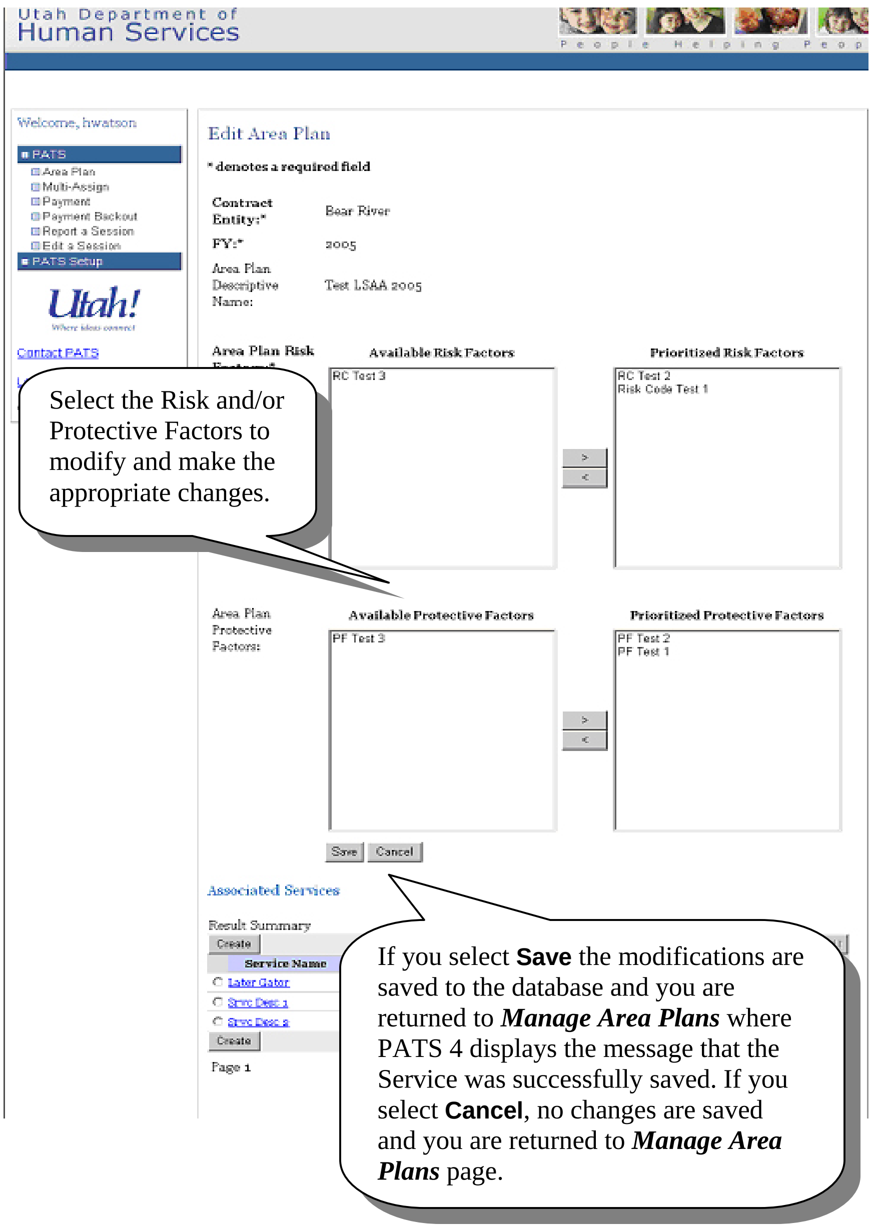
There may be one or several service funding sources.



3.3 Power User Modifies an Area Plan

To modify an Area Plan the Power User must:

- Sign in to PATS 4, and choose **Area Plan** under the PATS navigation menu.
- PATS 4 displays the Area Plans available for modification.
- Select the Area Plan to modify.
- PATS 4 then displays ***Edit Area Plan***.



3.4 Power User Modifies a Service in an Area Plan

DSAMH must approve all changes to an Area Plan prior to change.

To Modify a Service in an Area Plan, the Power User must:

- Sign in to PATS 4 and select **Area Plan** under the PATS navigation menu.
- The Area Plans available for modification are displayed.
- Select the appropriate Area Plan and PATS 4 displays ***Edit Area Plan***.
- Select the Service to modify under the Associated Services heading.
- PATS 4 then displays ***Edit Service*** for the selected service.
- You may choose to override the Service Type and/or Attendance Rule; you may also change the Qualifier, Description, IOM, Risk Factors, Protective Factors, CSAP Core Measures, Target Population, Domain, Estimated Number to be Served; Cost, Funding, and/or Delivery Quarter.

You cannot override the Session Type or Attendance Rule if an office has been assigned a service.

If you select **Save** the changes are saved to the database and PATS 4 confirms the Modified Area Plan has been saved and returns you to ***Edit Area Plan***. If you select **Cancel**, the changes are not saved and PATS 4 displays ***Edit Service*** without the modifications.

3.5 Power User Method of Marking an Assigned Service as Complete

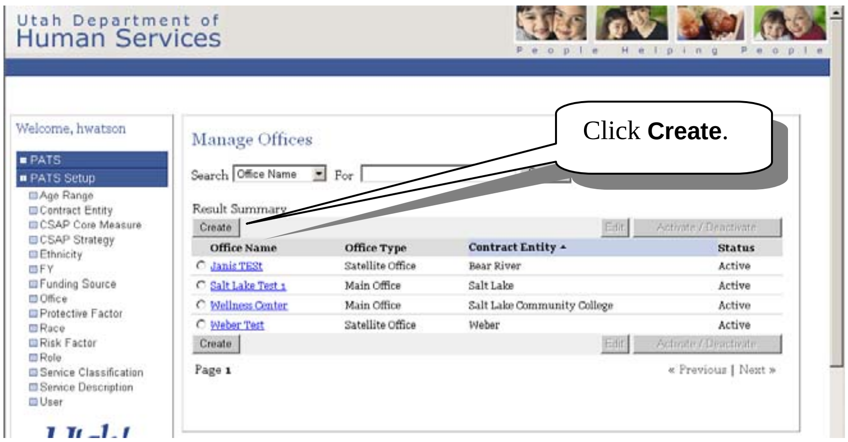
To Mark an Assigned Service as Complete, the Power User must:

- Select **Area Plan** from the PATS navigation menu.
- Select the appropriate Area Plan from the ***Manage Area Plans*** screen.
- In the ***Edit Area Plan*** screen, select the Service Name from the list of Associated Services;
- In the ***Edit Service*** screen, select the Office from the list of Assigned Services;
- In the ***Edit Assigned Service*** screen, place a checkmark in the **Complete** box.

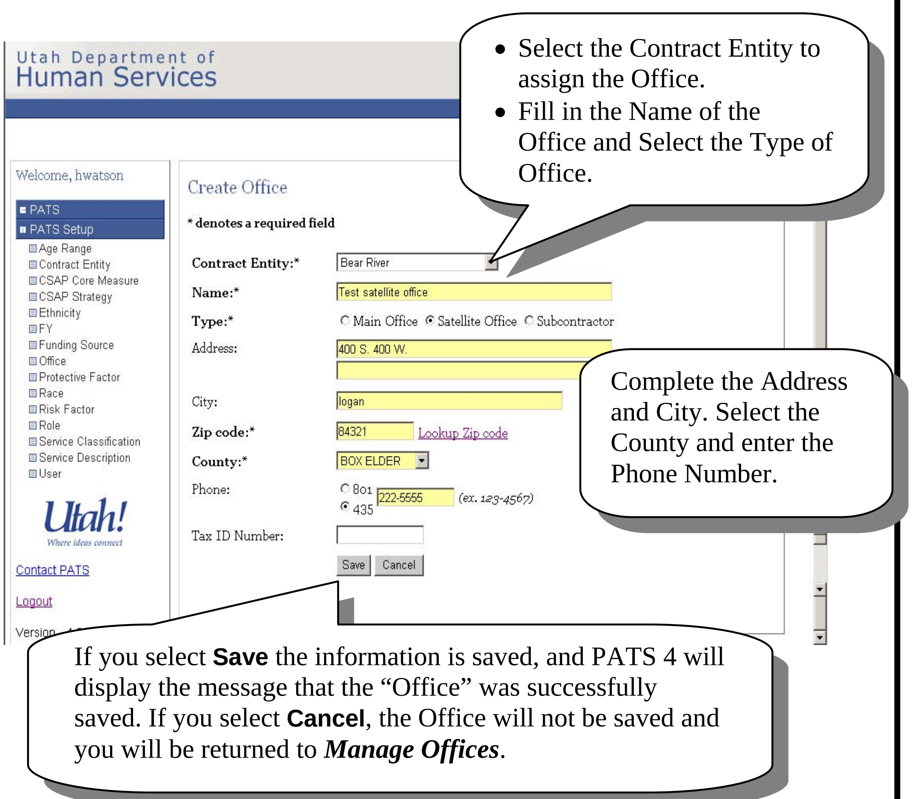
This service will no longer be shown for Users, but will show for Power Users as complete. Users will no longer be able to report on these services or create cycles/sessions on complete services.

3.6 Power User Creates an Office

To Create an Office, the Power User must sign in to PATS 4 and select **Office** under the PATS navigation heading.



Although it is best to enter all applicable information, the Office zip code is the only address-related entry that is required. If you do not enter a zip code, you will get an error message.



You may complete the Tax ID Number or leave it blank.

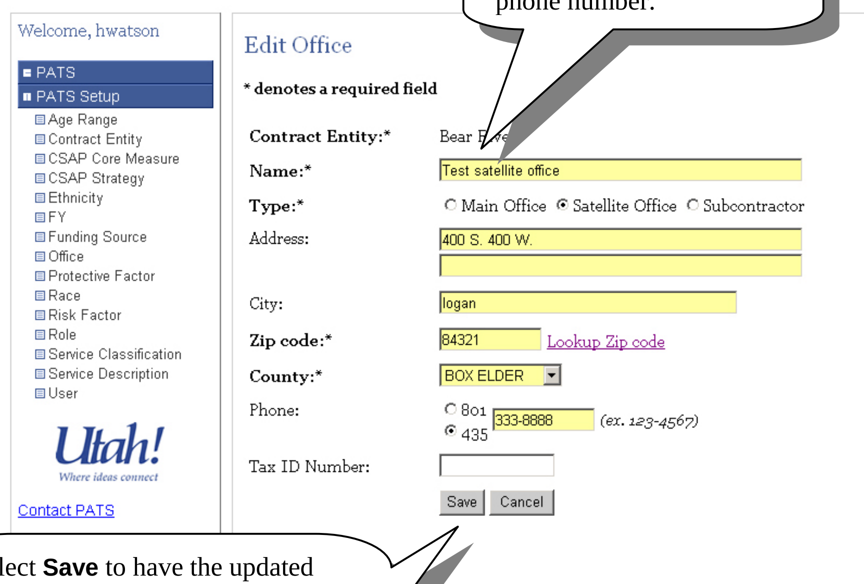
- After you have completed this, submit a ticket to the helpdesk with Office name and all users assigned to this office.

3.7 Power User Changes the Satellite or Subcontractor to Main Contract Entity

To change the Satellite or Subcontractor to the Main Contract Entity the Power User must:

- Select **Office** under the PATS Set-up menu.
- On ***Manage Offices***, choose the office to modify by clicking on the office name or by selecting the office's radio button and clicking on **Edit.**

Update the Name, type of office, address, county, and phone number.



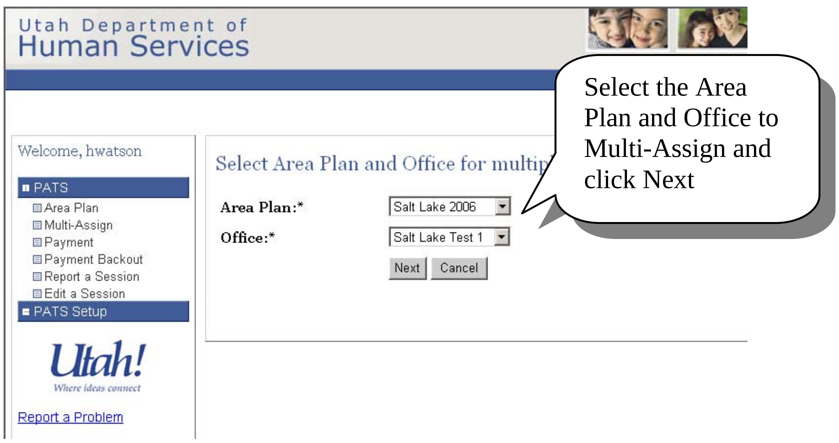
Select **Save** to have the updated information saved to the database and return to ***Manage Offices***. Select **Cancel**, the information will not be saved and the session ends.

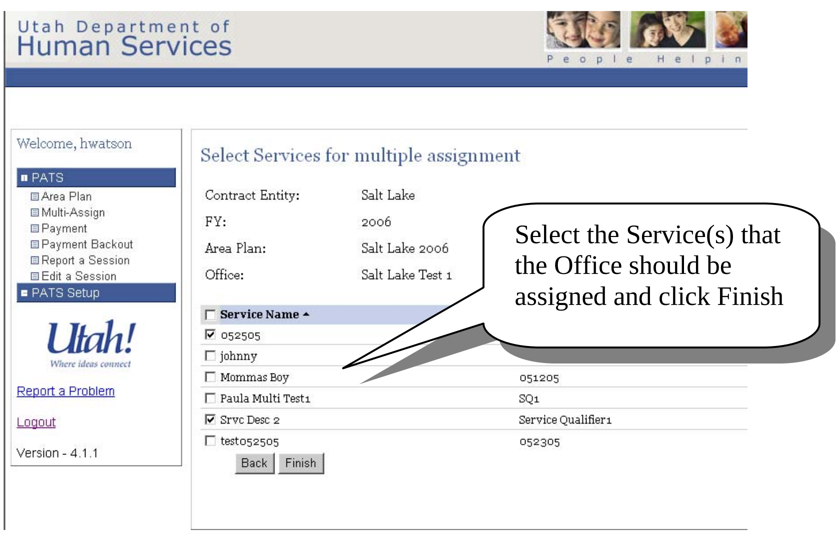
- The Power User must then submit a ticket to the Helpdesk with the new office name and the users who need to be associated with that office.

3.8 Assigning Offices to Services/Multi Assigned

To Multi-Assign an Office, a Power User must:

- Select Multi Assign under the PATS heading



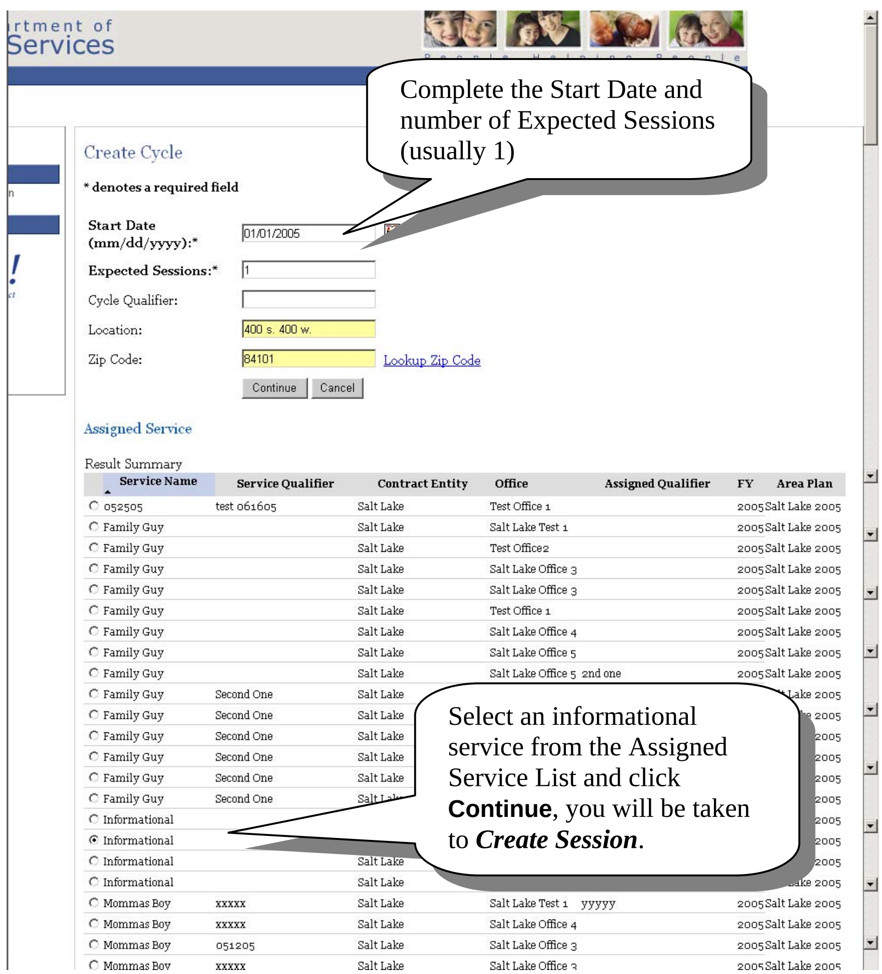


Section 4: Users, Power Users, and Services

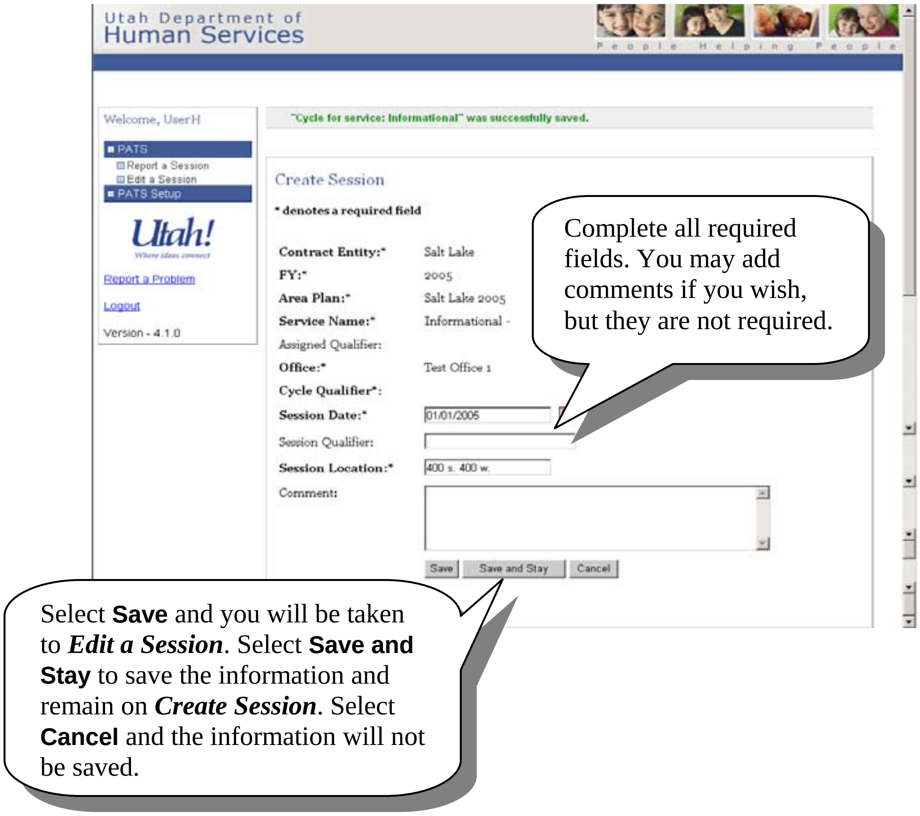
4.1 User Reports an Informational Service

To Report an Informational Service, the User must:

- Sign on to PATS 4 online and select **Report a Session** under the PATS navigation menu.
- Select **Create New Cycle.**



If you complete the location and/or zip code, this information will be carried over to all Sessions in the Cycle.



4.2 User Reports a Single Session Service or the First Session of a Multiple Session Service

To report a single session service or the first session of a multiple session service, a User must:

- Select **Report a Session** under the PATS navigation Menu.
- Select **Create New Cycle** on ***Report a Session.***
- On ***Create Cycle***, complete the Start Date and number of Expected Sessions.
- If Location and Zip Code are completed this information will be carried over to subsequent screens.
- Select the appropriate service and then select **Continue**.
- On ***Create Session***, complete all required fields and any applicable non-required fields.
- Information on participants is entered one of two ways depending on the Attendance Rule option (Demographic or Client) chosen when the service was created. If the Attendance Rule is Demographic, follow the steps outlined in section 4.3. If the Attendance Rule is Client, follow the steps outlined in section 4.4.

***Note: All demographic category sums must be equal. For example, if you enter five males and five females in the gender category, the other category sums must also equal ten. If sums do not match, you will receive an error message and you will need to re-enter the demographic information*.**

4.3 User Reports a Session Collecting Demographics

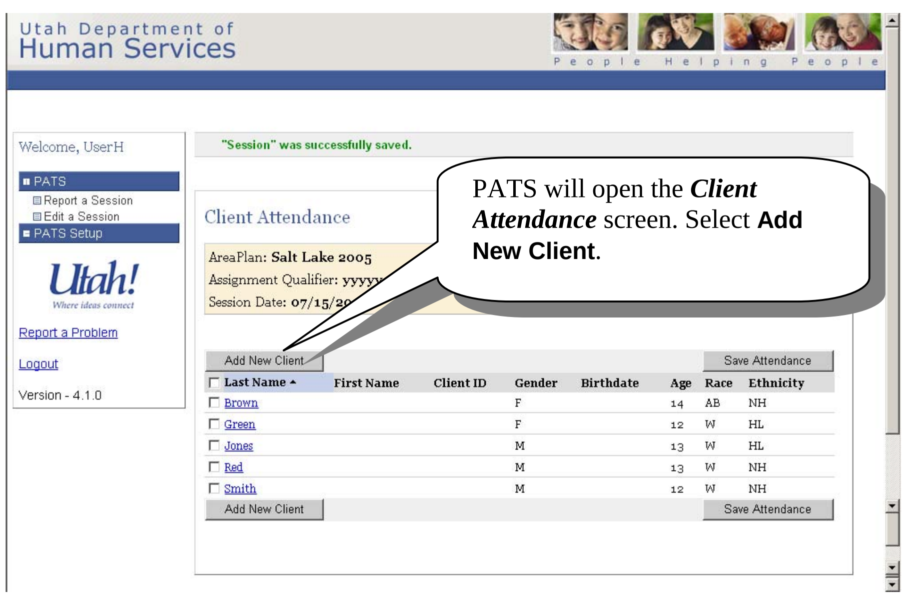
To Report a Session Collecting Demographics the User must:

- On ***Create Session***, enter the Demographic Information including Age, Gender, Race, and Ethnicity. If the Demographic Information is Estimated, check the box and enter the text description for How Estimated (census, enrollment numbers, etc).
- If you select **Save**, the information is saved to the database and you are taken to ***Edit a Service***. If you select **Save and Stay,** and you stay on the same screen. If you select **Cancel**, the information is not saved and the session ends.

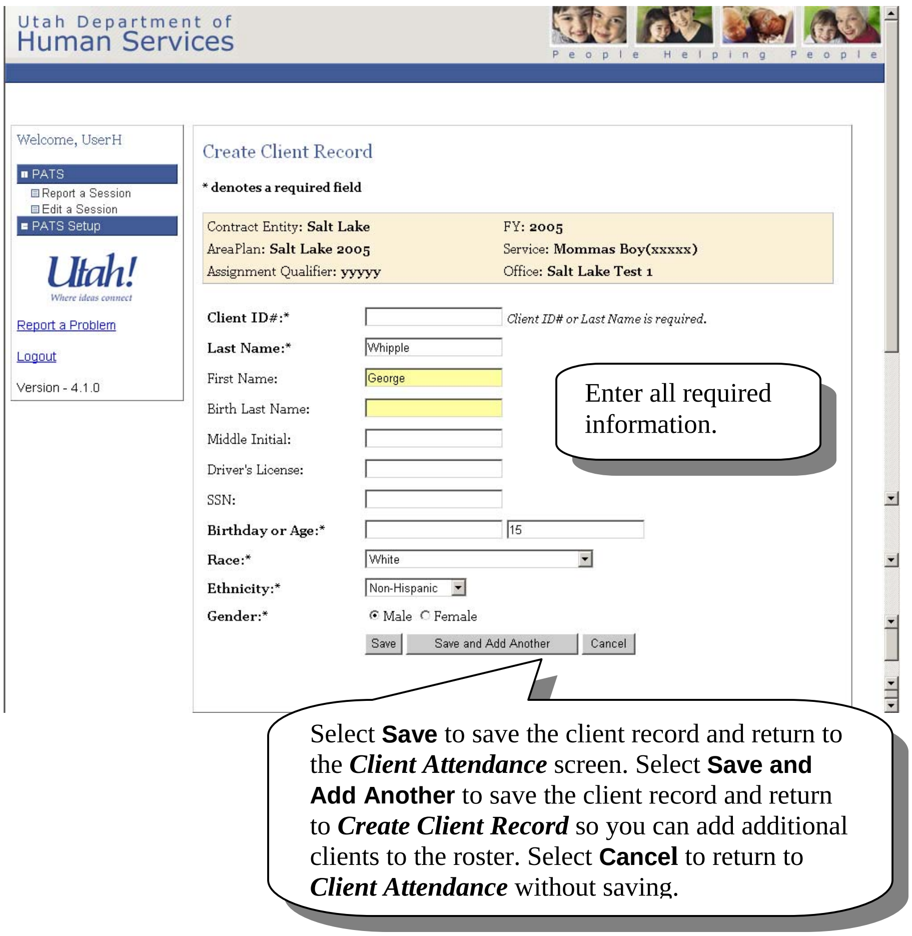
4.4 User Reports a Session Collecting Client Information

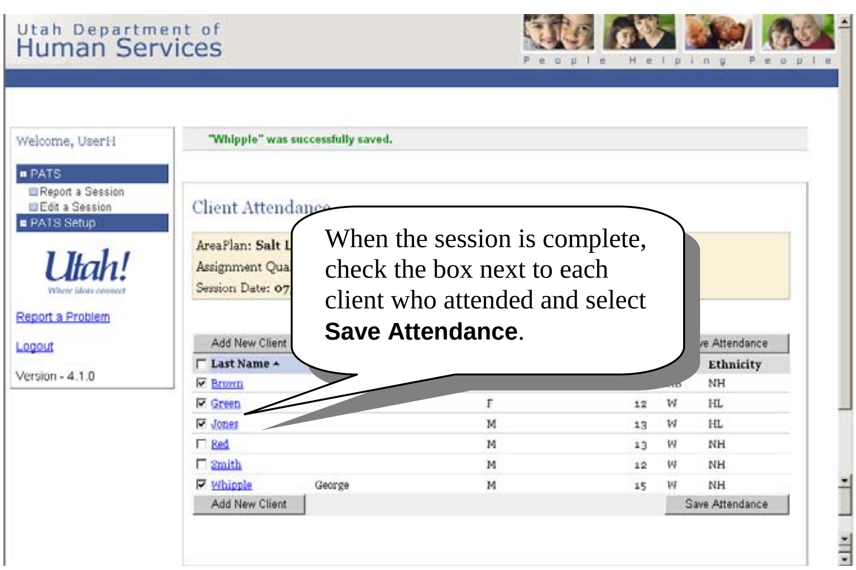
To Report a Session Collecting Client Information the User must complete a client roster:

- Once all required fields are completed in the ***Create Session*** screen, select **Save** to save the record to the database



- ***Create Client Record*** will open.





- PATS will save the client roster, calculate the demographics and take you back to ***Edit Session***.

4.5 User Adds a Session to a Cycle

To add a Session to a Cycle, the User must:

- Select **Report a Session** under the PATS navigation menu.
- In ***Report a Session***, select the cycle you want to use by clicking on the Service Name or by clicking on the radio button next to the Service Name. Cycles are listed by Service Name, Service Qualifier, Start Date, etc.
- Complete all required fields in ***Create Session***.
- Select **Save** to save the information and return to ***Edit a Service***. Select **Save and Stay,** to save the record and stay in ***Create Session***. Select **Cancel**, if you do not wish to save the record. You will be returned to ***Report a Session***.

4.6 User Marks a Session as the Last

There are two ways to designate the last session in a cycle. The user can do this when reporting/creating a session, or by editing a session.

To do it when reporting/creating a session:

- Select **Report a Session** under the PATS navigation menu.
- In ***Report a Session***, select the appropriate cycle by clicking on the Service Name or by clicking on the radio button next to the Service Name. Cycles are listed by Service Name, Service Qualifier, Start Date, etc.
- Complete all required fields in ***Create Session***;
- Click on the box next to Last Session.
- Select **Save** to save the information and return to ***Edit a Service***. Select **Save and Stay**, to save the record and stay in ***Create Session***. Select **Cancel,** if you do not wish to save the record. You will be returned to ***Report a Session***.

Note: *After the Last Session box is marked, the completed cycles will not show up in the "Select Cycle for Session" list unless you manually select the option for Include Completed Cycles.*

To do it by editing a session:

- Select **Edit a Session** under the PATS navigation menu.
- In ***Edit a Session***, select the appropriate session by clicking on the Service Name or by clicking on the radio button next to Service Name. Sessions are listed by Service Name, Service Qualifier, Start Date, etc.
- In ***Edit Session***, click on the box next to Last Session.
- Select **Save** to save the information and return to ***Edit a Service***. Select **Save and Stay**, to save the record and stay in ***Create Session***. Select **Cancel**, if you do not wish to save the record.

Key Terms

Area Plan: A plan reflecting the prevention goals and efforts within a Local Authority Area. The Area Plan is submitted annually and coincides with the State Fiscal Year July 1 through June 30.

Assigned Qualifier: A descriptor that allows a contract entity to distinguish between services that have the same name, but have different risk factors or data collection requirements.

Contract Entity: The Local Authority or Higher Education Entity that contracts with the Division of Substance Abuse and Mental Health (DSAMH).

CSAP Core Measures: A federal initiative developed to increase ability to evaluate data across cross-site studies. CSAP has identified 33 core measures used as part of evaluation efforts.

CSAP Strategies: CSAP has identified six areas that form a comprehensive prevention program:

1. Dissemination of Information.
2. Prevention Education.
3. Alternative Activities.
4. Community-Based Processes.
5. Environmental Approaches.
6. Problem Identification and Referral.

Cycle: A group of sessions, or iteration of a class. For example, a group of eight sessions that makes up a given class.

Data Collection Rule: Service reporting requirements: demographics, client roster, or informational only.

Delivery Quarter: The quarter of the State Fiscal Year in which the service occurs or is projected to occur.

1st quarter: July – September
2nd quarter: October – December
3rd quarter: January – March
4th quarter: April – June

Descriptive Name: Provided by the Local Authority, a way to elaborate on and customize a service name. Service names are standardized by DSAMH.

Domain: There are 4 domains used to help define prevention and evaluation efforts:

> *1) Individual/Peer Domain*: Interventions in the Individual Domain are designed to change knowledge about and attitudes toward substance abuse with the ultimate goal of influencing behavior. These interventions target factors such as: lack of knowledge about the negative consequences associated with using illegal substances, attitudes favorable toward use, early onset of use, biological or psychological dispositions, antisocial behavior, and sensation seeking.
>
> *2) Family Domain*: Interventions in the family domain focus on issues such as parental and sibling drug use or approval of use, inconsistent or poor family management practices including: lack of supervision, lack of parental involvement in children's lives, family conflict, sexual or physical abuse, economic instability, and lack of attachment to parents, often called low family bonding. For immigrant families, problems adapting to the mainstream culture can also be a serious risk factor.
>
> *3) School Domain*: Interventions in the school domain target the following areas: lack of commitment to education, poor grades or school failure, lack of attachment to school, negative school climate, and lenient school policies with regard to the use of some substances (e.g. tobacco).
>
> *4) Community Domain*: Interventions in the community domain are aimed at: lack of bonding or attachment to social and community institutions, lack of community awareness or acknowledgment of substance use problems, community norms favorable to use and tolerant of abuse, insufficient community resources to support prevention efforts, and inability to address the problem of substance abuse.

Funding: Source of money for Prevention Services. Typically, the Federal Block Grant, Safe and Drug Free Schools, local funds, or a grant such as SICA.

FY: Fiscal Year. The State Fiscal Year is July 1 through June 30.

IOM: The Institute Of Medicine developed definitions of populations served by prevention services:

> *Indicated*: target population has exhibited the problem behavior but has not developed a DSM diagnosis.
> *Selective*: target population is identified by increased level of risk factors.
> *Universal*: target population is general.

Office: A location hub for prevention services. Often, office is defined by the county or school district. Many Local Authorities have several "offices."

PATS: Prevention Administration Tracking System.

Protective Factors: DSAMH uses the Hawkins/Catalano model of Risk and Protective Factors. Protective Factors help buffer an individual from the adverse effects of Risk Factors.

Rigor: A typology created by the Center for Substance Abuse Prevention (CSAP) to explain how researchers organize prevention programs into a hierarchy or classification scheme. The lower levels, *Types 1 and 2*, are not considered scientifically defensible but may show some empirical promise, i.e. "**Promising Practices.**" The higher levels, *Types 3, 4, and 5*, are considered scientifically defensible and demonstrate a more sophisticated level of scientific rigor i.e. "**Best Practices.**"

Risk Factors: DSAMH uses the Hawkins/Catalano model of Risk and Protective Factors. Risk factors increase the likelihood that a problem behavior will occur.

Service: Work done by prevention professionals that reflects goals in the Area Plan. Local Authorities may call the service whatever they would like.

Service Classification: The category of service, i.e. class, social norming, one-time-event, etc.

Service Qualifier: A descriptor that allows a contract entity to distinguish between similar services. For example: Project Alert with Demos, Project Alert with Clients

Session: Instigation of a prevention service. A class.

Session Type: Single Session, Multiple Session, or Informational Only.

Target Population: The group of people to be served by prevention programs. Population can be defined several ways, including the use of academic grade, specific need i.e. young mothers, geographic areas, population statistics or other demographics.

Tier: Levels of effectiveness in Higher Education programming.

Hints and Tips

Double check your demographic counts to be sure that the numbers add up correctly before you click Save. If you incorrectly enter the demographic counts and select Save you will receive an error message and all of the numbers you previously entered will be removed. You will have to re-enter all of the demographic counts.

Selecting an Area Plan, Service, etc may be done by clicking on the underlined name or by clicking the radio button by the name of the Area Plan, Service, etc. and select an action button (edit, create, etc.).

Sorting. you may sort by clicking on the title of the subject you want sorted; i.e. Area Plan Name, FY, Contract Entity, Office, Service Name, etc.

To Search, select the category using the drop down box to the right of the Search title and then enter the search criteria followed by % in the box labeled *For*, then click the Search button.

Use Internet Explorer Version 5.0 plus Service Pack 2 or higher to access PATS 4. Other browsers have been tested and are not compatible with PATS 4.

If you leave PATS inactive for 30 minutes or more, your session will expire and you will be taken back to the initial log in page. Any information inserted after the last save will no longer be available.

Changes to the Service Description items must be made before an Office is Assigned to the Service.

To avoid errors, do not use apostrophes in any entry in the PATS 4 system. Do not use periods, commas, decimal points, or apostrophes in PATS 4.

Appendix A

The attached spreadsheet is for completion if you decide not to use the electronic version of PATS 4. Instructions for use are on page 1.

11/2/2005

PREVENTION SERVICES FOR XYZ
JULY 2005

AREA SERVICE PLAN

***SERVICE**	***SERVICE**	***SERVICE**	***SERVICE**
Total Number of Sessions	**Total Number of Sessions**	**Total Number of Sessions**	**Total Number of Sessions**
Total Number of Session Hours	**Total Number of Session Hours**	**Total Number of Session Hours**	**Total Number of Session Hours**
DEMOGRAPHICS	**DEMOGRAPHICS**	**DEMOGRAPHICS**	**DEMOGRAPHICS**
GENDER	**GENDER**	**GENDER**	**GENDER**
Males	Males	Males	Males
Females	Females	Females	Females
AGE GROUP	**AGE GROUP**	**AGE GROUP**	**AGE GROUP**
Under 4	Under 4	Under 4	Under 4
5-11	5-11	5-11	5-11
12-14	12-14	12-14	12-14
15-17	15-17	15-17	15-17
18-20	18-20	18-20	18-20
21-24	21-24	21-24	21-24
25-44	25-44	25-44	25-44
45-64	45-64	45-64	45-64
Over 64	Over 64	Over 64	Over 64
RACE	**RACE**	**RACE**	**RACE**
White	White	White	White
Black/African Am.	Black/African Am.	Black/African Am.	Black/African Am.
Am. Indain/Alaskan	Am. Indain/Alaskan	Am. Indain/Alaskan	Am. Indain/Alaskan
Asian	Asian	Asian	Asian
Hawaiian/Pacific Is.	Hawaiian/Pacific Is.	Hawaiian/Pacific Is.	Hawaiian/Pacific Is.
Multi-Racial	Multi-Racial	Multi-Racial	Multi-Racial
ETHNICITY	**ETHNICITY**	**ETHNICITY**	**ETHNICITY**
Non-Hispanic	Non-Hispanic	Non-Hispanic	Non-Hispanic
Hispanic/Latino	Hispanic/Latino	Hispanic/Latino	Hispanic/Latino
UNITS BILLED	**UNITS BILLED**	**UNITS BILLED**	**UNITS BILLED**

TOTAL UNITS

* Service descriptions must be on the approved list - refer to sheet2, PATS system, or DSAMH web site

DSAMH Prevention Reporting Sheet - revision 1.0 - 9/14/05

Appendix B

The attached is a list of Service Descriptions currently used in the PATS 4 system that must be used for reporting.

Service Name
Across Ages Mentoring
Aging Conference One-Time Event
Alcohol and Drug Intervention (ADI) Class
Alcohol Compliance Checks Retailer Compliance Checks
All Stars Class
Alternative Activities One-Time Event
Anger Management Class
ATOD Education Class
BASICS Counseling
BASICS - training Training - Single Session
Big Brothers Big Sisters Mentoring
Boys and Girls Club Drop-In Program
Challenging College Alcohol Abuse Social Norms Marketing
Choices Class
Choices - Classroom Class
Choices - Individual Counseling
Choices Training - Multiple Training - Multiple Session
Choices Training - Single Training - Single Session
CMCA- Community Events/Presentations One-Time Event
CMCA- Compliance Checks Retailer Compliance Checks
Communities That Care One-Time Event
Community Coalition Community Coalition
Community Event/Presentation One-Time Event
Counter Advertising Media Camp/PSA/Press Releases
Crisis Intervention Team Community Coalition
DARE Class
Developing Responsible Children Class
Divorce Class Class
Drama Performances One-Time Event
Drug and Alcohol Designated Employee Training Training - Multiple Session
Drug Offenders Classroom Class
Excel Class
Families Plus Class
Family Class Class
Free the Horses Class
Functional Family Therapy Counseling
General Media Activities Media Camp/PSA/Press Releases
Get Real About Violence Class
Governing Youth Council Youth Coalitions
Guiding Good Choices Class
Individualized Counseling Counseling
Juvenile Justice Presentations One-Time Event
Kid Power Class
Late Night Activities One-Time Event
Life Skills - Botvin Class
Love and Logic Class
Marketing/Media Campaign Media Camp/PSA/Press Releases
Mentoring Mentoring
Middle Earth One-Time Event
Middle Earth Peer Training Training - Multiple Session

Service Name
NICASA Class
Parent/Teen Alternative Class
Parenting Class Class
Parenting Wisely Class
Parents Who Care Class
Peer Leadership Youth Coalitions
Personal Power Class
Policy Awareness One-Time Event
Policy Change - ATOD Environmental Strategy
Policy Change - other Environmental Strategy
Positive Action Class
Prenatal Class Class
Prevention Dimensions Training - Single Session In
Prevention Dimensions Training Training - Single Session
Prevention Scholarships One-Time Event In
Prevnetion Dimensions Class Class
Prime For Life 21 Class
Prime For Life under 21 Class
Project Northland Class
Project Success Class
Reconnecting Youth Class
Red Ribbon Campaign Media Camp/PSA/Press Releases
Respect Class
Retailer Trainings Training - Single Session
School Events/Presentation One-Time Event
Screening One-Time Event
Sixth Sense Class
SMART kids Class
Smart Leaders Class
Smart Parents Class
Social/Life Skills Class
Social/Life Skills- Botvins Class
Social Norms Marketing Social Norms Marketing
Start SMART Class
Stay Smart Class
Strengthening Families Class
Student Assistance Program Class
SYNAR Retailer Compliance Checks
Teen Alcohol and Drug School Class
Tobacco Cessation Class
Together With Youth Class
Tutoring Class
University Prevention Class Class
Young Mothers Class
Youth and Families with Promise Class
Youth Coalitions Youth Coalitions